

The following do NOT meet the HUD definition of Homeless:

- 1. Persons living in housing that is substandard and in need of repair.**
- 2. Persons living in housing which is over-crowded.**
- 3. Persons living in housing, but are paying an excessive amount for their housing.**
- 4. Persons living with friends or relatives.**
- 5. Persons staying in a motel, including a pay-by-the-week motel.**
- 6. Persons living in a Board and Care, Adult Congregate Living Facility, or similar place.**
- 7. Persons being discharged from an institution that is required to provide or arrange housing upon release.**
- 8. Wards of the State.**

As part of the process for this preference:

- 1. A HUD Section 8 rental assistance application must be completed, if the applicant is not already on the HUD Section 8 waiting list.**
- 2. You MUST provide (within 10 business days) a written certification by a public or private facility providing shelter, or the police, or a social services agency that you are homeless.**
- 3. You MUST provide (within 10 business days) written verification as proof of your ongoing efforts to obtain affordable housing. The attached form must be 100% completed unless you are non-elderly, then all properties with the exception of Ekkelsia I/II Apartments must be completed.**



Helping People. Changing Lives.

303 McQueen Avenue, PO Box 729
Newport, North Carolina 28570
T 252.223.1630 F 252.223.1689
www.coastalca.org

In accordance with our agency guidelines, you may qualify for the Homeless Preference, if you meet the definition of homeless and complete the requirements listed below.

By federal regulation, families who are homeless:

- **Lack a fixed, regular and adequate nighttime residence; or**
- **Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings, and**
- **Lack the resources and support networks needed to obtain housing.**
- **Homeless families may maintain their place on the waiting list while completing a transitional housing program.**

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

As part of the process for this preference you MUST complete, sign, (if applicable) and submit all of the requested documentation that is highlighted.

- **Written certification by a public or private facility providing shelter, the police, or a social services agency.**
- **Our agency guidelines require you to obtain written verification as proof of your ongoing efforts to obtain affordable housing.**
- **The attached form must be 100% completed unless you are non-elderly, then all properties with the exception of Ekkelsia I/II Apts. Must be completed.**
- **Prior to issuing the voucher, we require a second certification from the same source that the applicant is not yet permanently housed and has been continuously homeless or temporarily housed since claiming the preference.**

***Once all of the completed, required documentation; including the initial Section 8 Housing Assistance application, have been obtained by our agency your file will be reviewed and you will be contacted within 10 business days with our determination of your preference.**

Paula A Dickson
Executive Director

John Smith
Chair

Susan Lacy
Vice-Chair

Robert Underhill
Secretary

Skeet Woolard
Treasurer

Serving Carteret, Craven, Duplin, Jones, Lenoir, Onslow, Pamlico, Pender & New Hanover Counties

Applicant Name _____

**Carteret Court Apartments 510 Carteret Avenue Beaufort, NC 28516
(252) 728-2679**

- Name placed on Waiting List
- Ineligible because _____
- Other _____

Property Manager **Date**

**Crystal Coast Apartments 108 Oglesby-Mayberry Loop Rd Morehead City, NC 28557
(252) 726-8042**

- Name placed on Waiting List
- Ineligible because _____
- Other _____

Property Manager **Date**

**Eastern Carolina Regional Housing Authority 2240 Bay Street Morehead City, NC
(252) 726-4401**

Macon Court Apartments

- Name placed on Waiting List
- Ineligible because _____
- Other _____

Kings Terrace Apartments

- Name placed on Waiting List
- Ineligible because _____
- Other _____

Property Manager **Date**

**Ekklesia I/II Apartments (Elderly) 405 Barbour Rd Morehead City, NC 28557
(252-726-0076 or (252) 240-0575**

- Name placed on Waiting List
- Ineligible because _____
- Other _____

Property Manager **Date**

**Housing Authority of Beaufort 716 Mulberry Street Beaufort., NC 28516
(252) 728-3226**

- Name placed on Waiting List
- Ineligible because _____
- Other _____

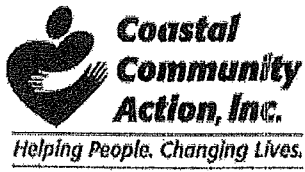
Property Manager **Date**

*******NOTICE*******

**APPLYING FOR THE HOUSING
CHOICE VOUCHER PROGRAM**

*****NO NOTIFICATION WILL BE GIVEN AT
THE TIME OF SUBMITTAL OF
APPLICATION*****

- 1. A COMPLETED APPLICATION MUST BE
SUBMITTED**
- 2. SUBMITTED APPLICATION WILL BE
PLACED ON A WAITING LIST**
- 3. NOTIFICATION FROM THE PROGRAM WILL
BE IN THE FORM OF A POST CARD OR
LETTER**
 - a. EVERY JANUARY A POST CARD
WILL BE MAILED TO THE ADDRESS ON
FILE REQUESTING UPDATED
INFORMATION BE RETURNED IN
WRITING**
 - b. WHEN YOUR APPLICATION COMES
TO THE TOP OF THE LIST A LETTER
WILL BE MAILED TO THE ADDRESS ON
FILE WITH A SCHEDULED DATE/TIME
OF APPOINTMENT**



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APPLICATION FOR HOUSING CHOICE VOUCHER PROGRAM

This form must be completed in YOUR OWN HANDWRITING, unless assistance is needed, or a request for accommodation is requested by a person with a disability.

For Office Use Only Date: _____ Time: _____ Staff Initials: _____
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PLEASE PRINT CLEARLY

HEAD OF HOUSEHOLD _____
 MAILING ADDRESS _____ APT# _____
 CITY, STATE, ZIP _____
 TELEPHONE NUMBER _____ ALTERNATE # _____

FAMILY INFORMATION

Please be aware that all information you provide on this application will be verified once you reach the top of the waiting list. **Race and Ethnic information is for statistical purposes only.** You will be required to submit evidence of citizenship or eligible immigration status.

Last & First Name	Relation of Head	Social Security Number	Date of Birth/Place of Birth	Sex M/F	Race	Hispanic/Latino Yes or No
	SELF					

Last & First Name	Monthly income/source (Wages, Child Support, SS, SSI, TANF, Family Contributions, etc.)

Add any additional members of your household on a separate piece of paper. Be sure to include all of the information listed for each household member.



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LOCAL PREFERENCE – Answer “YES” for which preference best describes your current situation.

Yes No VICTIM OF VIOLENCE, NATURAL DISASTER OR GOVERNMENT ACTION

Additional documentation is required

Yes No HOMELESS (Excludes residing in homes on temporary basis.)

Additional documentation is required

Yes No WORKING

*Working at least 20 hours per week for at least 90 of the last 120 days at the time of selection from waiting list

Yes No HEAD OF HOUSEHOLD OR SPOUSE IS ELDERLY

*Age 62 or older

Yes No HEAD OF HOUSEHOLD OR SPOUSE IS DISABLED

*Household with disabled child may qualify for this preference

Yes No I CURRENTLY HAVE NO PREFERENCE

WAITING LIST

Yes No Have you ever lived in Public Housing or Housing Choice Voucher (Section 8)?

If yes, where? _____ When? _____

Reason for leaving? _____

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willingly requests, obtains or discloses any information under false presentences concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208(a)(6), (7), (8). Violation of these provisions are cited as violations of 42 U.S.C. 408(a)(6), (7) and (8).**

Head of Household Signature

Date

NOTE: You are required to notify Coastal Community Action Housing Choice Voucher Program (in writing) of any changes of address. You are required to respond to requests from the housing authority to update information on the application and to determine continued interest in assistance. If we cannot contact you at the address listed on this application (or by change of address you provided), your name may be removed from the wait list, and you will have to re-apply.

Optional and Supplemental Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Check this box if you choose not to provide the contact information.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

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Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

****Detach from application and keep****

(For informational purposes for all clients)

Purpose of Form: The Violence Against Women Reauthorization Act of 2013 (“VAWA”) protects qualified tenants, participants, and applicants, and affiliated individuals, who are victims of domestic violence, dating violence, sexual assault, or stalking from being denied housing assistance, evicted, or terminated from housing assistance based on acts of such violence against them.

Use of Form: This is an optional form. A PHA, owner or manager presented with a claim for continued or initial tenancy or assistance based on status as a victim of domestic violence, dating violence, sexual assault, or stalking (herein referred to as “Victim”) has the option to request that the victim document or provide written evidence to demonstrate that the violence occurred. The Victim has the option of either submitting this form or submitting third-party documentation, such as:

- (1) A record of a Federal, State, tribal, territorial, or local law enforcement agency (e.g. police), court, or administrative agency; or
- (2) Documentation signed by the Victim and signed by an employee, agent or volunteer of a victim service provider, an attorney, a medical professional, or a mental health professional from whom the Victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) that he or she believes that the incident of domestic violence, dating violence, sexual assault, or stalking is grounds for protection under 24 Code of Federal Regulations (CFR) § 5.2005 or 24 CFR § 5.2009.

If this form is used by the Victim, the Victim must complete and submit it within 14 business days of receiving it from the PHA, owner or manager. This form must be returned to the person and address specified in the written request for the certification. If the Victim does not complete and return this form (or provide third-party verification) by the 14th business day or by an extension of the date provided by the PHA, manager or owner, the Victim cannot be assured s/he will receive VAWA protections.

If the Victim submits this form or third-party documentation as listed above, the PHA, owner or manager cannot require any additional evidence from the Victim.

Confidentiality: All information provided to a PHA, owner or manager concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking relating to the Victim (including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking) shall be kept confidential by the PHA, owner or manager, and such information shall not be entered into any shared database. Employees of the PHA, owner, or manager are not to have access to these details unless to afford or reject VAWA protections to the Victim; and may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) requested or consented to by the Victim in writing; (ii) required for use in an eviction proceeding; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL
ASSAULT, OR STALKING:**

Date Written Request Received by Victim: _____

Name of Victim: _____

Names of Other Family Members Listed on the Lease: _____

Name of the Perpetrator*: _____

*Note: The Victim is required to provide the name of the perpetrator only if the name of the perpetrator is safe to provide, and is known to the victim.

Perpetrator’s Relationship to Victim: _____

**Date(s) the Incident(s) of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
Occurred:** _____

Location of Incident(s): _____

Description of Incident(s) (This description may be used by the PHA, owner or manager for purposes of evicting the perpetrator. Please be as descriptive as possible.):

[INSERT TEXT LINES HERE]

I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence, sexual assault or stalking. I acknowledge that submission of false information is a basis for denial of admission, termination of assistance, or eviction.

Signature _____ Executed on (Date) _____

Public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by PHAs and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.